


Performance Standard:	Part 1302 Sub-Part D Health Program Services	INCA Community Services Head Start & Early Head Start Policies and Procedures 
Sub Category	1302.44a Nutrition	
Reference:	CACFP	
PC Approval Date:	9/2018	
GB Approval Date:	8/2018	
Form:	CACFP Medical Treatment Form	
Responsible:	Food Service staff, classroom teaching staff, Area Supervisor/Family Engagement Coordinator, Nutrition Manager and Health Service Manager	
Special Diet/Food Allergy Accommodation		
Policy		
INCA Accommodates medically-based diets or other dietary requirements for enrolled children.		
Special Diet/Food Allergy Accommodations		
<ul style="list-style-type: none">• If an allergy or special dietary need or condition (medical or religious) is noted during enrollment or participation, Area Supervisor/Family Engagement Coordinator puts a flag by the child's name in Child Plus to easily indicate need or condition.<ul style="list-style-type: none">◦ Area Supervisor/Family Engagement Coordinator emphasize to the parents/guardians the importance of completing the CACFP if there is a food allergy then we will make sure the Medical Statement Form is completed◦ When there are medical indications that a special diet must replace some of the required foods, then Area Supervisor/Family Engagement Coordinator ask parents to have a RX or note from or a completed CACFP Medical Statement Form signed by a physician.◦ If a child cannot consume whole milk, infant formulas, or the 1% for the 2-5 years old the CACFP Milk Substitution Request must be completed. The non dairy beverages must be nutritionally equivalent to milk and meet Nutrient Standards.• Once the Medical Statement Form or note from a physician is received, Area Supervisor/Family Engagement Coordinator place it in the child's file in the appropriate sequence and notifies Nutrition Manager and Health Service Manager of any food allergies, intolerances, or dietary preferences.• If a physician prescribes a formula or a food/drink supplement (like Pediasure) a CACFP Medical Statement Form should be completed. If a prescription only it is scanned and put into Child Plus.• When the Medical State Form is received, Area Supervisor/Family Engagement Coordinator enter the information in the electronic record-keeping system and put it in the child's health file.• When applicable, the Food Allergy and Anaphylaxis Emergency Care Form (FARE) for any allergies with an epi-pen is completed, and filed in the child's classroom and kitchen within a privacy sheet, labeled with its content.		

Monitor/Follow-up

- All parties involved with the child are made aware of the special condition and outcomes if the instructions are not followed correctly.
- Nutrition Manager and Health Service Manager monitor the process and follow-up.
- Nutrition Manager and Health Service Manager consult appropriate professionals, such as physical therapists, speech therapists, occupational therapists, nutritionists or dietitians on ways to assist classroom teaching staff, food service staff, and parents of children with severe disabilities or with problems chewing, swallowing and/or feeding themselves.

Definitions/Acronyms

INCA - Head Start and Early Head Start programs

HS - Head Start program

EHS - Early Head Start program

CACFP - Child and Adult Care Food Program

Dissemination of Policy

The policy will be made available to all Head Start employees through the agency's website @ www.incacaa.org. The agency will educate and train applicable employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.